

**Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project (CAP)
County Funding Template Instructions (June 2006)**

NOTE: These documents are to be used for planning purposes only.

The County Funding Template worksheets will help your county conduct an analysis of the fiscal impact of the Title IV-E CAP and to determine whether or not the proposed Title IV-E CAP is beneficial to your county. The amounts calculated on these worksheets will be used for analysis purposes only. The completed County Funding Template worksheets (1- 4) must be returned to CDSS with the Letter of Intent submission.

The worksheets will help determine:

1. The estimated Title IV-E funds available during the CAP
2. The estimated AAP growth during the CAP
3. The estimated commitment of county funds required during the CAP

The County Funding Template is an Excel workbook containing the following worksheets:

1. Asst. & Admin. Exp. Worksheet
2. CWS/FC Allocation Worksheet
3. Co. Worksheet - FC
4. Co. Worksheet - AAP
5. FC TEST Worksheet
6. AAP TEST Worksheet

An electronic version of the template as an excel spreadsheet should be downloaded from the CAP web page on the CDSS Children and Family Services Division home page at <http://www.childsworld.ca.gov> or requested by email at IV-EWaiver.CAP@dss.ca.gov.

INSTRUCTIONS:

On ALL worksheets, enter your county name and the name and phone number of the person CDSS would contact with any questions about the worksheet information.

1. Asst. & Admin. Exp. Worksheet

*Information on this worksheet is linked to the County worksheets for Foster Care and AAP. Use the Program Code Listing (Attachment C of the ACIN) to pull the appropriate program code expenditures in order to determine what program costs are applicable. The total columns on the worksheet will automatically sum. **The completed worksheet must be submitted with your county's Letter of Intent.***

- Foster Care Assistance and CWS/Foster Care Administration
 - Enter the Title IV-E expenditures in the appropriate columns by Federal Fiscal Year (FFY).
 - Enter the state and county expenditures in the appropriate columns by State Fiscal Year (SFY). For SFY 2005/06, enter the amount of your expenditures for the first three quarters plus an estimated amount of fourth quarter expenditures.

- Adoptions Assistance Program
 - Enter the expenditures in the appropriate columns by FFY. *Counties that have a State Operated Adoptions Program are not required to include those administrative expenditures on the AAP section of the worksheet.*

2. CWS/FC Allocation Worksheet

*Information on this worksheet will be used to document your State General Fund (SGF) CWS/FC Administrative allocation. **The completed worksheet must be submitted with your county's Letter of Intent.** All entries will use allocation information from SFY 2005/06. Complete each line using the County Fiscal Letter (CFL) allocation(s) as indicated:*

- Line 1: Enter the amount of your Foster Care allocation from CFL No. 05/06-16 columns: 1 – Foster Care Administrative Basic; and 2 – Foster Care Caseload Growth.
- Line 2: Enter the amount of your CWS Allocation from CFL No. 05/06-27 Attachment I – CWS Revised Basic (pg 2), EA Title IV-E (pg 3), County Self-Assessment & SIP (pg 8), Peer Quality Case Review (pg 9), and AB 408 – Child Relationships (pg 10).
- Line 3: Enter the amount of your CWS Augmentation from CFL No. 05/06-27 Attachment IV – CWS Planning Augmentation, state funds only.
- Line 4: Enter the amount of your AB 2129 Foster Parent Training and Recruitment allocation from CFL No. 04/05-61.
- Line 5: Enter the amount of your Group Home Monthly Visits allocation from CFL. No. 05/06-14; total allocation column (Probation & Welfare).
- Line 6: Enter the amount of your Substance Abuse/HIV Infant Program allocation from CFL No. 05/06-13.

3. Co. Worksheet - FC

4. Co. Worksheet - AAP

*Information on these worksheets will show your county's historical expenditures and provide expenditure comparisons to the estimated federal funds your county could receive under the Title IV-E CAP. **These completed worksheets must be submitted with your county's Letter of Intent.***

Part A - All expenditure information is automatically calculated based upon information obtained from the Asst. & Admin. Worksheet. The Average % Growth is calculated based upon the historical expenditure information provided. However, if your anticipated county growth trend is different from the calculated percentage, you may manually enter a percentage on the appropriate line. The estimated expenditure trend without the Title IV-E CAP will then be calculated based on the percentage provided.

Part B (Co. Worksheet - FC) is designed to: 1) calculate the difference between the SGF administrative expenditures and the SGF administrative allocation and 2) estimate the amount of county funds to be committed to the Title IV-E CAP. *The SGF administrative allocation amount is linked to the CWS_FC Allocation Worksheet.*

Part C (Co. Worksheet - FC) is designed to estimate the amount of Title IV-E funds your county could receive if you do not participate in the Title IV-E CAP and compare it to the estimated amount that could be received if participating in the Title IV-E CAP.

Part B (Co. Worksheet - AAP) is designed to estimate the growth in the AAP for the five years of the Title IV-E CAP.

5. FC TEST Worksheet

6. AAP TEST Worksheet

Information on these worksheets is automatically populated from the Asst. & Admin. Worksheet. These worksheets are provided for testing other expenditure projections to help determine the impact of participating in the Title IV-E CAP. **Note: These worksheets do not have to be submitted with your county's Letter of Intent.**